

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

THE WEEK OF MARCH 19-23, 2012

MONDAY, MARCH 19, 2012

- | | | |
|------------|---|--|
| *1:00 p.m. | NE Wisconsin Family Care – District Board Meeting | NWTC Advance Business Ctr.
2701 Larsen Road |
| *1:30 p.m. | Solid Waste Board | Port & Solid Waste Office
2561 S. Broadway |
| *3:00 p.m. | Housing Authority | Room 604, City Hall
100 N. Jefferson Street |

TUESDAY, MARCH 20, 2012

- | | | |
|------------|------------------------------------|---|
| *5:00 p.m. | Veterans' Recognition Subcommittee | Room 201, Northern Building
305 E. Walnut Street |
|------------|------------------------------------|---|

WEDNESDAY, MARCH 21, 2012

- | | | |
|------------|--|---|
| *1:30 p.m. | EMS Council | Ash. Village Board Room
2155 Holmgren Way |
| *7:00 p.m. | Brown County Board of Supervisors | Legislative Room 203
100 N. Jefferson Street |

THURSDAY, MARCH 22, 2012

- | | | |
|------------|---|---|
| *8:30 a.m. | Aging & Disability Resource Center – Board of Directors | ADRC
300 S. Adams Street |
| *5:30 p.m. | Administration Committee | Room 200, Northern Building
305 E. Walnut Street |
| *6:00 p.m. | Library Board | Central Library
515 Pine Street |

FRIDAY, MARCH 23, 2012

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

District Board Meeting Agenda

March 19, 2012

1:00 p.m.

NWTC Advance Business Center
NEW FC District Offices



-
1. Call to Order
 2. Confirmation of Proper Posting
 3. Confirm Agenda
 4. Review and Approve December 19, 2011 Meeting Minutes
 5. Public Comment
 6. Board Responsibilities and Continued Membership—Andy Phillips, Mark Moeller
 - a) Policy Governance
 - b) Board member responsibilities
 - c) Future training
 7. Observations and Learning's from Community Care of Central Wisconsin Board visit February 20, 2012
Mark Moeller, Janice Swoboda, Carole Andrews, Mary Derginer (discussion only)
 8. CEO Report—Rolf Hanson (discussion only)
 - a. Legislative update
 - b. Department of Health Services Long Term Care Sustainability Proposals
 - c. Expected expansion process
 - d. Continued Planning Grant Funding
 6. Fiscal Agent Report – Barb Larson-Herber (discussion only)
 7. Announcements (discussion only)
 - a. Next Board meeting tentatively set for Monday April 30, 2012 due to County Board reorganizations occurring during April after County Supervisory Elections in the first week of April
 - b. Other announcements
 8. Adjourn

NOTE: Deviation from agenda order may occur

Individuals with disabilities requiring special accommodations for attendance at the meeting should contact Debbie at (920) 857-9997 at least 48 hours prior to the meeting.

Northeast Wisconsin Family Care is a member driven organization passionate about delivering service options by supporting personal choices which promote the greatest opportunity for an independent quality of life, in a caring, respectful, and efficient manner.

PORT AND SOLID WASTE DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950

FAX: (920) 492-4957

DEAN R. HAEN

INTERIM PORT & SOLID WASTE DIRECTOR

- PUBLIC NOTICE -

BROWN COUNTY SOLID WASTE BOARD

Monday March 19, 2012

1:30 p.m. at the Port & Solid Waste Office

2561 S. Broadway, Green Bay, WI 54304

Agenda:

1. Call to Order
2. Roll Call
3. Approval/Modification – Meeting Agenda
4. Approval/Modification – Meeting Minutes of February 20, 2012
5. Announcement - *County Executive Troy Streckenbach*
6. 2012 Solid Waste Strategic Plan's Mission and Vision – *Request For Approval*
7. MRF Back End Lease – *Request For Approval*
8. Municipal Solid Waste Management Services Agreement – *Update*
9. Director's Report
10. Such other Matters as Authorized by Law
11. Adjourn

Dean R. Haen
Interim Port & Solid Waste Director

Any person wishing to attend whom, because of disability requires special accommodation should contact the Brown County Port & Solid Waste Department at 492-4950, two (2) working days before the meeting, so that arrangements can be made. Notice is hereby given that action by the Brown County Solid Waste Board may be taken on any of the items which are described or listed in this agenda.

AGENDA
BROWN COUNTY HOUSING AUTHORITY
Monday, March 19, 2012, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS: Michael Welch-Chair, Tom Diedrick, Rich Aicher, Darlene Hallet, Ann Hartman

APPROVAL OF MINUTES:

1. Approval of the February 20, 2012 minutes of the Brown County Housing Authority

COMMUNICATIONS:

2. Email from HUD dated March 7, 2012 regarding District Commissioner Training
3. Letter from HUD dated February 24, 2012 regarding prohibition to use federal funds for lobbying activities

REPORTS:

4. Report on Housing Choice Voucher Rental Assistance Program
 - A. Preliminary Applications
 - B. Unit Count
 - C. Housing Assistance Payments Expenses
 - D. Housing Quality Standard Inspection Compliance
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
 - F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)
 - G. VASH Reports (active VASH, new VASH)
 - H. Langan Investigations Criminal Background Screening and Fraud Investigations

OLD BUSINESS:

5. Discussion and possible action on request by Cardinal Capital Management to project base 52 vouchers for a veterans' housing project

NEW BUSINESS:

6. Review and approval of revisions to Chapter 3 (Eligibility) of the Housing Choice Voucher Administrative Plan
7. Authorization to apply for FFY 2013 Family Self Sufficiency Coordinator funding
8. Discussion and approval of Amendment to Housing Choice Voucher Contract between BCHA and ICS to address ownership of electronic data held in software programs
9. Discussion and possible action on summons for Foreclosure of Mortgage for a recipient of a BCHA loan for down payment and closing costs at 2803 Allouez Avenue, Green Bay
10. Discussion and possible action regarding possible short sale of property with BCHA loan at 811 Jordan Road, DePere

INFORMATIONAL:

11. Review of year-end financial statements
12. Update on fraud recovery efforts

BILLS:

FINANCIAL REPORT:

STAFF REPORT:

13. Status of BCHA intern position

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PHONE (920) 448-4015 FAX (920) 448-6221

VETERANS SUBCOMMITTEE

Bernie Erickson, Chair

Sherry Steenbock, Vice Chair

Donald Bettine, Rosemary Desisles,

James Haskins, John Maino,

Troy Ness, Delores Pierce, Duane Pierce,

John Walschinski, Joe Witkowski

****Running Total of Veterans' Certificates: 1244**

VETERANS' RECOGNITION SUBCOMMITTEE

Tuesday, March 20, 2012

5:00 p.m.

Room 201, Northern Building

305 E. Walnut Street

****PLEASE NOTE MEETING START TIME****

1. Call Meeting to Order – Chairman Bernie Erickson.
2. Invocation by Jim Haskins.
3. Approve/Modify Agenda.
4. Approve/Modify Minutes of February 21, 2012.
5. Discussion regarding Military Appreciation Day at Brown County Fair – Ron Van Dyke, Fair Board Administrator.
6. Report from CVSO Jerry Polus.
7. Report from Committee Members Present (Bettine, Desisles, Haskins, Maino, Ness, Pierce, Steenbock, Walschinski & Witkowski).
8. Such other Matters as Authorized by Law.
9. Adjourn.

Bernie Erickson, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

EMERGENCY MEDICAL SERVICES COUNCIL

Chair, Melissa Spielman

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84, Wis. Stats., notice is hereby given to the public that a regular meeting of the Emergency Medical Services Council will be held on

Wednesday, March 21, 2012, 1:30 pm

**** Please Note Meeting Location ****

**Village of Ashwaubenon, Board Room
2155 Holmgren Way**

1. Call to Order.
2. Approve/Modify Agenda.
3. Approve/Modify Minutes of January 18, 2012.
4. Discussion re: Versed for seizures – request for IM administration.
5. Discussion re: Head injured patients on Coumadin.
6. Medical Director's Report.
7. Training and Standards Work Group.
8. Statewide Committees and Task Force – Reports.
9. Other Business.
10. Public Comment and Such Other Matters as Authorized by Law.
11. Next Meeting – May 16, 2012 @ 1:30 pm.
12. Adjourn.

Chair, Melissa Spielman

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BOARD OF SUPERVISORS

Brown County



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GUY ZIMA, CHAIR

MARY SCRAY, VICE CHAIR

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats., notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Wednesday, March 21, 2012 at 7:00 p.m.** in the Legislative Room 203, 100 North Jefferson St., Green Bay, Wisconsin.

The following matters will be considered:

Call to order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call.

1. **Adoption of Agenda.**
2. **Approval of Minutes of February 15, 2012.**
3. **Announcements of Supervisors.**
4. **Communications: (None)**
 - a) Late Communications.
5. **Appointments by County Executive:**
 - a) Appointment/Confirmation of Brent Miller as Director of Administration.
 - b) Appointment/Confirmation of Paul Van Noie as Director of Public Works.
6. **Reports by:**
 - a) County Executive.
 - b) Board Chairman.
7. **Other Reports: (None)**
8. **Standing Committee Reports:**
 - a) Report of Administration Committee of February 23, 2012.
 - b) Report of Education & Recreation Committee of March 1, 2012.
 - c) Report of Executive Committee of March 12, 2012.
 - d) Report of Human Services Committee of February 22, 2012.
 - e) Report of Planning, Development & Transportation Committee of February 27, 2012.
 - i) Report of Land Conservation Subcommittee of February 27, 2012.
 - f) Report of Public Safety Committee of March 7, 2012.

9. **Resolutions, Ordinances:**

Administration Committee & Executive Committee

- a) Resolution to Assist the City of Green Bay with KI Expansion Project. Motion at Admin: To refer to Exec Cmte; Motion at Exec: See Exec Cmte Report.

Education and Recreation Committee, Executive Committee, Public Safety Committee & Planning, Development and Transportation Committee:

- b) Initial Resolutions Authorizing the Issuance of Not to Exceed \$9,400,000 Corporate Purpose General Obligation Bonds of Brown County, Wisconsin in One or More Series at One or More Times.
Motion at Ed & Rec/Central Library Renovation \$1,530,000: To approve.
Motion at PD&T/Highway Projects \$6,192,000: To approve (Ayes: 2, Nays: 3).
Motion at Public Safety/Interoperable Radios \$1,678,000: To approve.
Motion at Exec/Total Bonding \$9,400,000: To approve.

Executive Committee

- c) Resolution re: Establish the Salaries of Certain Elective Officials. Motion at Exec: To change the present salary for elected officials from \$67,700 to \$69,000 for the years 2013-2016 (Ayes: 4; Nays: 2).
d) Resolution to Assist the Green Bay Redevelopment Authority with the KI Expansion Project. Motion at Exec: See Exec Cmte Report.

Planning, Development and Transportation Committee

- e) Resolution Approving Three-Year Statement of Intentions for Wisconsin Department of Transportation's Harbor Assistance Program. Motion at PD&T: To approve.

Public Safety Committee and Executive Committee

- f) Resolution to Approve Tower and Ground Space License Agreement. Motion at Public Safety: To approve; Motion at Exec: To approve.

10. **Closed Session:** Pursuant to Wis. Stats. § 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (Labor negotiations).
11. **Such other matters as authorized by law.**
12. **Bills over \$5,000 for period ending February 29, 2012.**
13. **Closing Roll Call.**
14. **Adjournment to Tuesday, April 17, 2012 at 9:30 a.m., Legislative Room, 100 N. Jefferson Street, Green Bay, Wisconsin**

Submitted by:

Guy Zima
Board Chairman

Notice is hereby given that action by the County Board of Supervisors may be taken on any of the items which are described or listed in this agenda. The County Board of Supervisors may go into Closed Session: Pursuant to Wis. Stats. § 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting.

**AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY
BOARD OF DIRECTOR'S MEETING
Thursday, March 22, 2012 at 8:30 a.m.
300 S. Adams Street, Green Bay, WI 54311**

AGENDA

1. Pledge of Allegiance
2. Adoption of Agenda
3. Introductions-Staff promotion and Introduction
4. Approval of the minutes of the regular meeting of February 23, 2012
5. Comments from the Public
6. Mutual of America: Reactivating TDA contract within retirement plan
7. Finance Report – Budget Transfer Request
8. Review of Collaborative Community Report-ADRC, 211, Crisis Center
9. Review of Board input for Regional Advisory Long Term Care Committee
10. Staff SWOT Analysis
11. Aramark Update
12. Family Care Update
13. Director's Report
14. Legislative Updates
15. Announcements
16. Next meeting date – April 26, 2012
17. Adjourn

Tom Diedrick, Chairperson
Aging & Disability Resource Center
of Brown County

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Any person wishing to attend, who because of a disability requires special accommodation, should contact the ADRC of Brown County Office at (920) 448-4300 two days before the meeting so that arrangements can be made.

ADRC Vision: "Building a community that values, empowers, and supports seniors, adults with disabilities and their caregivers"

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ADMINISTRATION COMMITTEE

Tom Lund, Chair
Tony Theisen, Vice Chair
Kris Schuller, Mark Tumpach, Robert Miller

ADMINISTRATION COMMITTEE

Thursday, March 22, 2012

5:30 p.m.

Room 200, Northern Building

305 E. Walnut Street

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of February 23, 2012.

1. Review of minutes:
 - a. Housing Authority (February 20, 2012).

Treasurer

2. Budget Status Financial Report, December, 2011.
3. Treasurer's Report.

Child Support Agency

4. Budget Status Financial Report, December, 2011
5. Update re: Security Measures. *Referred from January meeting.*
6. Director's Report

Information Services

7. Update re: Feasibility of the County using Google Docs v. MS Office Suite.
8. Director's Report.

Human Resources

9. Activity Report for February, 2012.
10. Director's Report.

Department of Administration

11. Budget Status Financial Report, December, 2011.
12. Countywide 2011 Financial Statement Results – unaudited.
13. Vehicle Listing as of 12/31/2011.
14. 2012 Budget Adjustment Log.
15. Interim Director's Report.

County Clerk

16. Budget Status Financial Report, December, 2011

Corporation Counsel – No agenda items.

Other

- 17. Audit of bills.
- 18. Such other matters as authorized by law.

Tom Lund, Chair

Attachments

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

LIBRARY

515 PINE STREET
GREEN BAY, WISCONSIN 54301-5194

PHONE (920) 448-4400 Ext. 351
FAX (920) 448-4364

LYNN M. STAINBROOK
DIRECTOR

E-MAIL Stainbrook_LM@co.brown.wi.us
WEBSITE www.browncountylibrary.org

BROWN COUNTY LIBRARY BOARD

Central Library

NOTE: DATE CHANGE


Thursday, March 22, 2012

6:00 p.m.

AGENDA

1. Approve/modify agenda
2. Minutes, bills and communications
3. Open forum for the public
4. Information Services report on services received
5. Facilities Report
 - a. Report of Central Library Renovation Task Force
 - b. Central Library Elevator Update
 - c. Other Activity
6. Accountant's report
 - a. Financial report
 - b. Acceptance of gifts, grants and donations
7. 2012 Budget
 - a. Carryover Funds
8. Approve Budget Adjustment to increase the actual amount of grant dollars available from Nicolet Federated Library System over the budget amount
9. RFID Update
10. Report of Work Rules Committee
11. Nicolet Federated Library System
 - a. Monthly update
12. President's report
13. Director's report
14. Such other matters as are authorized by law
15. Adjournment

Notice is hereby given that action by the committee may be taken on any of the items which are described or listed in this agenda.



Terry Watermolen
President





MARCH 2012



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				Ed & Rec 5:00 pm 1		2 3
4	5	6	Public Safety 5:30 pm 7	8	9	10
11	Executive Cmte 5:30 pm 12	13	14	15	16	 17
18	19	Veterans Recognition Subcommittee 5:00 pm 20	Board of Supervisors 7:00 pm 21	Admin Cmte 5:30 pm 22	23	24
25	Land Con 6 pm Plan Dev & Trans 6:30 pm 26	27	Human Svc 6:00 pm 28	29	30	31



APRIL 2012



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	Public Safety 5:30 pm 4	Ed & Rec 5:00 pm 5	<i>Good Friday County Board Office Closes at Noon</i> 6	7
 8	Executive Cmte 6:00 pm 9	10	11	12	13	14
15	16	BOARD OF SUPERVISORS 9:30 AM <i>Organizational Mtg</i> 17	18	19	20	21
22	Land Con 6 pm Plan Dev & Trans 6:30 pm (Tentative) 23	24	Human Svc 6:00 pm (Tentative) 25	Admin 5:30 pm (Tentative) 26	27	28
29	30					

BROWN COUNTY COMMITTEE MINUTES

- Housing Authority (February 20, 2012)
- Human Services Board (March 8, 2012)
- Local Emergency Planning Committee (January 10, 2012)
- Transportation Coordinating Committee (January 16, 2012)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, February 20, 2012, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS PRESNET: Tom Diedrick–Vice Chair, Rich Aicher, Darlene Hallet, Ann Hartman

EXCUSED: Michael Welch-Chair

OTHERS PRESENT: Robyn Hallet, Chip Law, DonElla Payne, Matt Schampers, Matt Roberts, Noel Halvorsen, Mackenzie Moesch, Jeremy Fry, Jeremy Jasicki, Aaron Menzer

APPROVAL OF MINUTES:

1. Approval of the December 19, 2011 minutes of the Brown County Housing Authority

A motion was made by A. Hartman and seconded by D. Hallet to approval the minutes of the December 19, 2011 meeting of the Brown County Housing Authority. Motion carried.

R. Hallet made a request to take agenda item #11 out of order. A motion was made by D. Hallet and seconded by A. Hartman to proceed to item #11. Motion carried.

STAFF REPORT:

11. Introduction of new ICS staff

D. Payne introduced Mackenzie Moesch as a new Housing Specialist at ICS. M. Roberts introduced Jeremy Fry and Jeremy Jasicki as ICS's new Housing Inspectors.

The commissioners welcomed the three new staff.

A motion was made by D. Hallet and seconded by R. Aicher to resume the agenda order. Motion carried.

COMMUNICATIONS:

2. Letter from HUD dated January 19, 2012 regarding vouchers from Port Plaza Towers opt-out

R. Hallet explained this letter was in reference to the relocation of the residents of the former Port Plaza Towers, who were provided Project-Based Vouchers in their new homes at Woodland Park and Trail Creek Apartments. The additional vouchers for the opt-out were provided after the process to provide Project Based Vouchers at the new units had already been completed. The former residents of Port Plaza Towers were offered these vouchers, if they wished to move elsewhere to use them, but no one wished to do so. The requirements outlined in the letter have been met and we can therefore now offer these vouchers to other families on the HCV waiting list.

REPORTS:

3. Report on Housing Choice Voucher Rental Assistance Program
 - A. Preliminary Applications
D. Payne stated that there were 60 preliminary applications in the month of January.
 - B. Unit Count
D. Payne stated that the unit count was 2,991for January.
 - C. Housing Assistance Payments Expenses
D. Payne stated that the HAP expenses for January were \$1,221,526.

D. Housing Quality Standard Inspection Compliance

M. Roberts reported that 64.20 percent passed the initial inspection, 18.54 percent passed the re-evaluation, and the fail rate was 18.26 percent.

E. Program Activity/52681B (administrative costs, portability activity, SEMAP)

C. Law stated that year-to-date, ICS was \$6,675.11 under budget. D. Payne stated that in January, there were 162 port outs and 20 port ins. D. Payne stated that Voucher Utilization is 92.49 percent and HAP Utilization is 93.55 percent for January.

F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)

D. Payne stated that there were 99 FSS clients in January, of which 37 have escrow accounts. There were no graduates in January and one new contract. D. Payne stated that there were 82 clients participating in the Home Ownership Option in January.

G. VASH Reports (active VASH, new VASH)

D. Payne stated that there were 17 participants and 0 new contracts.

H. Langan Investigations Criminal Background Screening and Fraud Investigations

D. Payne stated there was one new investigation assigned, one new closed, six previous that are now closed, and three active.

OLD BUSINESS:

None

NEW BUSINESS:

4. Review and approval of revisions to the Family Self Sufficiency Action Plan

D. Payne explained that periodically the FSS Action Plan is reviewed for updates. She explained the proposed changes:

- Updating the number of mandatory FSS Slots. D. Payne explained that when the FSS Program began in Brown County in 1992, we were originally awarded with 80 slots. The number of slots we are mandated to administer is decreased every time a participant successfully graduates from the program, thus we are currently at 0 mandatory slots. However we continue to operate the program on a voluntary basis.
- Updates to Activities and Supportive Services available to participants, including changes to Transportation, Financial Budgeting Counseling, Homebuyer Counseling, and Computer Education subcategories.
- Update to the number of business days for participants to request an informal hearing. This change was made to match informal hearing request times in other areas of the HCV Program.

A motion was made by R. Aicher and seconded by A. Hartman to approve the revisions to the Family Self Sufficiency Action Plan. Motion carried.

5. Review and approval of Resolution No. 12-01 certifying the Brown County Housing Authority Annual SEMAP submission for fiscal year ending December 31, 2011

D. Payne explained that the expected rating for the Annual SEMAP score is 99.00 percent. We expect to score the maximum number of points in all areas except FSS, which we expect to score 8 out of 10 points. The reason for this is because HUD has inaccurate numbers regarding the number of mandatory FSS slots. As explained in item #4, Brown County was originally awarded with 80 FSS slots however HUD's records erroneously indicate we have 105 slots. We think the difference in 25 could be due to Public Housing FSS slots the Green Bay Housing Authority may have been awarded many years ago, and that HUD's records inaccurately reflect which Housing Authority was awarded those slots. However 99.00 percent is still a high performer rating. D. Payne stated she would continue to work with HUD to sort out the FSS error.

A motion was made by D. Hallet and seconded by A. Hartman to approve Resolution No. 12-01 certifying the BCHA Annual SEMAP Submission. Motion carried.

6. Approval of ICS's request for BCHA funding for FSS merit awards and retreat expenses

D. Payne explained the FSS Program has been very successful in assisting HCV participants in becoming self-sufficient with over 100 graduates from the program. A. Hartman inquired if those graduates are still self-sufficient. D. Payne explained that we don't always have a means of knowing for sure but the majority of them do not come back on the HCV Program, although there are a few who were able to use it again if they found themselves in need of it. Several also keep in touch after graduation to give updates on how they are doing.

D. Payne explained that the merit awards are given to participants when they complete goals and serve as an important motivator to the participants. These awards are generally gift cards to grocery stores or gas stations. D. Payne also explained the FSS Retreats, in which participants focus on the issues and barriers to self-sufficiency they are dealing with. D. Payne commented that these retreats have been very powerful in helping participants deal with deep-seated issues and build trust and self-confidence. ICS is requesting \$1,000 each for the merit awards and retreat expenses.

R. Hallet stated that the amount requested is similar to amounts BCHA provided previously and that we have budgeted for providing this funding again so the money is available.

A motion was made by D. Hallet and seconded by R. Aicher to approve ICS's request for BCHA funding for FSS merit awards and retreat expenses. Motion carried.

7. Discussion and possible action on summons for Foreclosure of Mortgage for a recipient of a BCHA loan for down payment and closing costs at 1476 Chicago St, DePere

R. Hallet explained that BCHA received a summons for Foreclosure for another BCHA loan recipient and indicated that the agenda attachment contains information about the property and the mortgages. R. Hallet also explained that Corporation Counsel has filed a response on BCHA's behalf so that should any proceeds result from the sale of the property, the BCHA would be entitled to a portion of it.

R. Aicher questioned the first mortgage with Bay Title and Abstract. R. Hallet explained that she had contacted Bay Title and Abstract to inquire about this and, as it was explained to her, the homeowners took out another mortgage on their home but that mortgage was erroneously recorded in first position. The homeowners later defaulted on this loan. When it became known that this additional loan was incorrectly in first position, in order to protect themselves, Bay Title and Abstract paid off the lender of this second mortgage, making the loan with Bay Title instead of the original lender.

R. Aicher questioned how the mortgage with Nationwide Advantage of \$73,356 is the same as the original purchase price, if BCHA's loan was to provide a down payment and closing costs. R. Hallet stated that staff must have erred in the information on the data sheet. M. Schampers offered to look into this and provide the commissioners with the correct information. R. Aicher explained that he pointed this out not because it would greatly affect the Authority's decision regarding this property, but because it's important to be sure that the BCHA loan had been used for the intended purpose of down payment and closing costs.

A motion was made by R. Aicher and seconded by D. Hallet to abstain from further action on this property and to write off the loss from the BCHA account. Motion carried.

8. Discussion and possible action regarding BCHA loan for down payment and closing costs at 3515 Timber Trail, Unit 6, Suamico, WI

R. Hallet explained this case is a bit unique in that the home, which is a condo, hasn't gone into foreclosure yet. Rather, the homeowner has passed away and his brother, who is trying to take care of the homeowner's affairs, indicated that the home won't sell for enough to pay off the total owed. R. Hallet

suggested to the commissioners the BCHA may want to consider working with the brother to determine how much could be repaid upon sale, as it would be better for the BCHA to be repaid a portion of the loan versus none at all if the home goes into foreclosure.

After some discussion it was determined that the BCHA would wait and see what transpires with the home and consider further action at that time.

9. Approval to add six units to NeighborWorks® Green Bay's Project Based Voucher Housing Assistance Payment Contract

R. Hallet explained that NeighborWorks® Green Bay is requesting to add six additional units to their existing Project Based Voucher Housing Assistance Payment Contract. She welcomed Noel Halvorsen to the discussion.

N. Halvorsen explained that NeighborWorks® Green Bay has partnered with the City's Redevelopment Authority to rehabilitate distressed properties under the Neighborhood Stabilization Program and has recently completed six units. Given the housing market, they have determined it would be more beneficial to rent the units to qualified families than to attempt to sell the units. He explained one of the properties is at 235-237 N. Roosevelt Street, which was originally a duplex and has been rehabilitated as a duplex. The other property is a four-plex at 615 N. Maple Street. N. Halvorsen provided photos of the properties.

R. Hallet explained that she looked into the requirements to add additional units to an existing Project Based Housing Assistance Payment (HAP) Contract and found that the regulations state "a HAP Contract may be amended during the three-year period immediately following the execution date of the HAP Contract to add additional PBV contract units to the same building." She has a message in to HUD to inquire how units could be added after the initial three-year period and how the phrase "to the same building" applies to scattered sites such as these. She is awaiting a response, therefore does not believe we can proceed with signing an amendment until further guidance is provided. She stated that if units cannot be added to the existing contract, to her knowledge, we would either need to publish a Request for Proposals to allow owners to submit a proposal to project base units, or we could attempt to request a waiver from HUD to allow us to project base these units without the RFP process.

N. Halvorsen stressed that these units were part of the NSP project and thus are different from other units in the community that owners may want to project base.

A motion was made by R. Aicher and seconded by Ann Hartman to conditionally approve the addition of these six units to NeighborWorks® Green Bay's Project Based Voucher HAP Contract pending further guidance from HUD. Motion carried.

INFORMATIONAL:

10. Review of WAHA training attended by staff

R. Hallet stated that she and other staff recently attended training sponsored by the Wisconsin Association of Housing Authorities (WAHA), which was presented by staff of the Milwaukee HUD Field Office. She wishes to provide a summary of the information important to the commissioners:

R. Hallet explained HUD's High Priority Goals: 1) Maximizing HCV utilization and Public Housing occupancy, 2) PHA Recovery and Sustainability Initiatives (PHARS), 3) Close-out of ARRA grants, 4) Improving PHA Financial Viability, plus the business of government. R. Hallet explained that the HUD Field Office has directives from HUD Headquarters that HUD staff time is to be directed toward these efforts. Issues not related to these are low priority. Essentially, this means HUD staff will not be as readily available to answer questions and concerns from housing authorities if they are not related to the high priority goals. R. Hallet further explained that all of the high priority goals are to be done with emphasis on financial stability, occupancy, and governance. R. Hallet explained that "governance" is a new, holistic approach to a housing authority's operations which put more responsibility on the housing authority boards and government officials who appoint the board members. She explained that the Milwaukee Field Office has

offered to provide district commissioner training. R. Hallet inquired if the commissioners would be interested in attending such training.

A. Hartman stated she would like to know more about what the training would cover. R. Hallet explained that in some housing authorities, the boards are not as active as they should be and are not involved enough to properly oversee the finances and operations of the authority. The training would provide commissioners with the knowledge to competently carry out their responsibilities. R. Hallet explained that because Green Bay is centrally located in our district, the training would likely take place here.

R. Hallet next explained the PHARS initiative, which is a new approach to dealing with troubled housing authorities to ensure their effective and sustainable recovery. She explained the four phases of this initiative, which involve a high level of HUD oversight. R. Hallet explained that as a standard or high-performing agency, this initiative does not directly affect BCHA at this time, however it is still important that commissioners understand how HUD is working with troubled housing authorities.

R. Hallet went on to explain the three big changes affecting the Housing Choice Voucher Program: 1) change from federal fiscal year re-benchmarking to calendar year re-benchmarking, 2) the net restricted asset offset provision, and 3) HUD's holding of housing authorities' reserves. She explained these three changes in further detail and emphasized that numbers to make calculations related to these changes come from the VMS system, so it's of utmost importance that numbers submitted through VMS to be done so timely and accurately.

BILLS:

A motion was made by D. Hallet and seconded by R. Aicher to approve the bills as presented. Motion carried.

FINANCIAL REPORT:

The financial report was received and placed on file.

A motion was made by A. Hartman and seconded by D. Hallet to adjourn the meeting. Motion carried. Meeting adjourned at 4:26 PM.

rah

**Housing Choice Voucher Program
Financial Status Report
2012 Budget Year
As of February 29, 2012**

	Budget Amount	YTD	Annualized \$	Annualized %	Remaining Budget Balance
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REVENUE

HAP Income	\$	14,768,734	\$	2,541,565	\$	15,249,390		103%	(12,227,169)	17%
Admin Fee Income	\$	1,276,120	\$	247,428	\$	1,484,568		116%	(1,028,692)	19%
FSS/HO Coordinator Income	\$	135,462	\$	22,582	\$	135,492		100%	(112,880)	17%
Fraud Recovery	\$	115,000	\$	38,260		N/A		N/A	(76,740)	33%
Other Income (Interest & HO Payments)	\$	2,614	\$	1,253		N/A		N/A	(1,361)	48%
Total Revenues	\$	16,297,930	\$	2,851,088	\$	16,869,450		104%	(13,446,842)	17%

EXPENDITURES

Program Expenditures

HAP Payments	\$	13,947,301	\$	2,501,922	\$	15,011,534		108%	11,445,379	18%
ICS Admin		1,230,180		238,521	\$	1,431,124		116%	991,659	19%
FSS/HO Coordinator		135,462		22,852	\$	137,112		101%	112,610	17%
Total Program Expenditures		15,312,943		2,763,295		16,579,770		108%	12,549,648	18%

Administrative Expenditures

Software Upgrade	\$	63,415	\$	-	\$	-		0%	63,415	0
Salaries		42,449		-	\$	-		0%	42,449	0%
Fringe Benefits		14,998		-	\$	-		0%	14,998	0%
Home Ownership Counseling		14,000		-	\$	-		0%	14,000	0%
Audit		7,718		-	\$	-		0%	7,718	0%
Insurance		5,576		-	\$	-		0%	5,576	0%
Other		17,737		3,459	\$	20,756		117%	14,278	20%
Total Administrative Expenditures		102,478		3,459		20,756		20%	99,019	3%

Total Expenditures

\$ 15,415,421	\$	2,766,754	\$	16,600,526		108%	\$ 12,648,666.69	18%
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Cash Balance	\$	1,154,172.32
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PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, March 8, 2012 in Board Room A of the Sophie Beaumont Building – 111 North Jefferson Street, Green Bay, WI

Present: Tom Lund-Chair, Paula Laundrie-Vice Chair
Craig Huxford, Helen Smits, Carole Andrews,
JoAnn Grashberger, Bill Clancy

Excused: Alison Draheim, Susan Hyland

Also

Present: Brian Shoup, Executive Director
Tim Schmitt, Budget and Finance Manager
Ian Agar, Long Term Care Manager
Jenny Hoffman, Economic Support Administrator
Jim Hermans, Child Protection & Juvenile Justice Manager
Vicki Mulvey, Dawn Roder & Jane Dunbar (Birth to Three Social Workers)

1. **Call Meeting to Order:**
The meeting was called to order by Chair Tom Lund at 5:15 pm.
2. **Approve/Modify Agenda:**
ANDREWS/SMITS moved to approve the agenda.
The motion was passed unanimously.
3. **Approve Minutes of February 16, 2012 Human Services Board Meeting:**
LAUNDRIE/ANDREWS moved to approve the minutes dated February 16, 2012.
The motion was passed unanimously.
4. **Executive Director's Report:**
 - Everyone present went around the room and introduced themselves

Family Care

- Shoup had just returned from a Family Care public hearing at the Kroc Center. Although the governor had earlier announced that the enrollment cap and freeze on Family Care could be lifted, the legislature needs to pass a bill that enables this to happen. However, an amendment has been attached that requires an active review by the Joint Finance Committee before an expansion of Family Care can proceed. The legislature will vote on this 3/13. Shoup expects that Family Care will be able to expand in NE Wisconsin.

Expanding Diversion

- Shoup reported that we are studying whether it would make sense to redesign psychiatric services at the CTC. This would include reducing the number of certified hospital beds and converting half to diversion/crisis beds.

- Schmitt did a financial study for savings and concluded we would have a net savings of a half million dollars. Based on the estimated \$700,000 cost, payback would be in a year and a half.
- A meeting with other counties is set up for next week which will discuss interest and input. Seven other counties have had favorable responses to our initial proposal.
- If it is decided that the re-design is worth it, Shoup will get County Executive approval and will bring back to H.S. Board & Committee.

Other Items

- Shoup highlighted the quality of staff noting CTC Social Worker Barb Kraemer has been nominated as the Mental Health Service Provider of the Year with NAMI.
- Shoup reminded the board that next month the agenda will include challenges for the next five years in Human Services and the policy development issue of expanding access to psychopharmacology for adults.

County Board Supervisor Andrews stated that the problem with the continued delays of Family Care is that if we don't have extended funding by June, there will be no more money and family care will not be taking on clients until June of 2013.

Shoup responded that follow-up is needed but that it Kevin Moore, Executive Assistant for Department of Health Services, stated it shouldn't be a problem. After Legislature acts, each consortium has one more enabling resolution to pass. District planning dollars will run out June 30th and if delay does occur, bridge money will be needed.

Chair Lund commented that the governor has really worked to get this through and there would have been a funding deficit if this wouldn't have went through.

Brian responded that CMS has indicated that Wisconsin has to take caps off.

ANDREW/SMITS moved to receive and place on file.
Motion was carried unanimously.

5. Policy Development Report Out

A. Child Protection Expansion (Jim Hermans)

- Budget had come through with board's endorsement and there was a new infusion of resources. In initial assessment area/intake, received 1 new supervisor, 2 new social worker positions and 2 service aide positions were converted to social worker positions.
- Hermans stated department been focusing on increasing customer service on initial contact. An increased level of training and responsibility has been given for people receiving those contacts. Feedback received is that people are pleased with response and type of information receiving back.
- Vice Chair Laundrie added that staff faculty have been making comments on they are treated very respectfully when calling in reports

- Hermans stated the goals for intake is to have fewer children removed from the home on an emergency basis and to have fewer cases advance to formal court
- In ongoing area, staff member Karen Lepianka is helping in both juvenile justice and CPS support foster homes – relying less on purchase of service
- Hermans stated volunteer services are being focused more exclusively on child protective services. The concept of PALS is being expanded to include children and families and maximize the number of volunteers for this population.

Vice Chair Laundrie commented that seeing the impact makes the board recommendations so important.

Q: Chair Lund asked how many cases are being investigated now on percentage of calls.

A: Hermans stated we are still where we were in terms of low 30s but we have been seeing is that with additional information being provided, there are less investigations that need to happen. An increase in percentage is anticipated as department is reaching out to as many families possible and engage families in a positive manner that enables them to get services and avoid child abuse and neglect.

Smits commented that this approach would be seen by families as more helpful and less antagonistic.

Q: County Board Member Clancy asked if they figure seemed high for the Brown County population.

A: Hermans stated we are seeing a greater number of cases due to the economy and the amount of advocacy in reporting

Huxford mentioned that putting people with a wide range of experience in positions helps to deal with a variety of situations. The numbers might not change drastically but the service is improved.

ANDREW/LAUNDRIE moved to receive and place on file.

Motion was carried unanimously

B. ES Consortium (Jenny Hoffman)

- Consortium includes Brown, Door, Marinette, Shawano and Oconto counties and is in its third month and doing well.
- There is 32,000 cases in consortium and 19,000 of those cases are Brown County cases.
- For call center, 4 of 5 counties contribute staff and Bay Lake Consortium is best in state
- In January, there were 11,000 phone calls and call center was able to answer 97%. In February, there were 9,900 calls and 99% were answered.
- A challenge is with the state scanning process. Clients are instructed to send their mail to Madison who, in turn, scans documents and sends electronically. There is a tight timeframe and when scanned items are delayed, there have been overtime costs.

Q: Vice Chair Laundrie asked what type of calls are being answered in the call center.

A: Hoffman stated most calls are to apply for services such as food stamps, childcare assistance and Medicaid. There are also calls for missed appointments or to report changes on cases. Hoffman mentioned that the call center consists of trained eligibility workers and average talk time is less than five minutes.

- Hoffman updated on fraud efforts. Sergeant Jossart is new fraud investigator for 2012 and the focus is on prevention instead of the cost of investigations and benefits going out incorrectly.

Q: Vice Chair Lund asked how much money we could save if we could get federal money for doing investigations.

A: Hoffman stated the Chief Deputy does receive a lot of calls on the fraud program. Legislators and other counties are working on getting funding. She stated we track everything (overpayments, number of investigations, fraud stopped up front) and the state has a calculation for future savings.

Q: County Board Member Clancy asked if clients are aware that their request for assistance is going to be checked by a fraud investigator.

A: Hoffman stated script is read at initial appointment stating penalties that will incur with inaccurate reporting.

ANDREWS/LAUNDRIE moved to receive and place on file.
Motion was carried unanimously.

6. Birth to Three Presentation (Ian Agar)

- Agar went through PowerPoint of overview of Birth to Three (see attachment).
- Responsibility for Birth to Three is vested in the county.
- There is no longer an access department; all departments take their own intakes and referrals. These workers have first-hand knowledge of program which makes for better quality.
- Dawn Roder mentioned that any child protection case involving a child under the age of 3 will go into Birth to Three program.

Q: Vice Chair Laundrie asked why the number of referrals has increased.

A: Agar stated that there is more outreach and a greater level of need.

Q: Chair Lund asked if we track how children in Birth to Three do on preschool entrance exams compared to someone outside of program. He stated there should be tracking for children with disabilities and also where parents need parental skills

A: Vicki Mulvey stated there is not a system in place nationally to track this. Children come into the program for all different reasons; not just education. There is a process in place for child outcome ratings where children are rated both coming and coming out of program in 3 targeted areas that will provide data.

- Dawn Roder discussed outreach and how physicians in Brown County are frequently contacted. State expects a certain number for Child Find.

- Shoup stated that Dawn Roder, Vicki Mulvey and Jane Dunbar are forward thinkers on the cutting edge of current methodology of Birth to Three. He really appreciates their work and also Agar's providing of stability in program.

CLANCY/GRASCHBERGER moved to receive and place on file.
Motion was carried unanimously.

7. Financial Report

Community Programs

Schmitt stated we are still working on closing 2011 books. We have a preliminary income statement showing \$800,000 in surplus.

Community Treatment Center

Schmitt stated the 2011 books are almost closed. We are projecting a deficit of \$738,000 which includes depreciation.

ANDREWS/LAUNDRIE moved to receive and place on file.
Motion was carried unanimously.

8. Community Treatment Center Statistical Update:

Please refer to the packet which includes this information.

9. Bellin Hospital Statistical Update:

Please refer to the packet which includes this information.

10. Contract Update:

Please refer to the packet which includes this information.

11. Other Matters:

Next Meeting: Thursday, April 12, 2012

5:15 p.m. – Sophie Beaumont Building, Board Room A

12. Adjourn Business Meeting:

ANDREWS/SMITS moved to adjourn; motion passed unanimously. Chairman Lund adjourned the meeting at 6:57 p.m.

Respectfully Submitted,

Kara Navin
Recording Secretary

**PROCEEDINGS OF THE BROWN COUNTY LOCAL EMERGENCY PLANNING
COMMITTEE – LEPC**

Pursuant to Section 19.84, Wis, Stats., a meeting of the **Brown County Local Emergency Planning Committee** was held on Tuesday January, 10th at 1:30 pm at the Brown County Emergency Operation Center.

PRESENT: Dave Catalano, Ron Koch, Jason Mueller, Paul Gazdik, Tom Collins, Judy Gregory, Arro Mohammed, Phil Simila, Kevin Keup, Jermey Klingbeil, Judy Frederichs

1. CALL MEETING TO ORDER:

The meeting was called to order by Tom Collins at 1:30 p.m.

2. APPROVAL OF AGENDA:

**A MOTION WAS MADE TO APPROVE THE AGENDA. Vote taken. Leon/Dave
MOTION CARRIED UNANIMOUSLY.**

3. APPROVAL OF MINUTES:

**A MOTION WAS MADE TO APPROVE THE MINUTES. Vote taken.
Mike/Emery MOTION CARRIED UNANIMOUSLY.**

4. COMMITTEE REPORTS:

A. PUBLIC INFORMATION AND EDUCATION COMMITTEE

- The PIE committee reviewed goals for 2012

B. EXECUTIVE COMMITTEE

-After the conclusion of the meeting the LEPC members where directed on how to be reapproved as members. Tim O’Conner has resigned his post on the LEPC.

C. PLANNING COMMITTEE

- Reviewed Laack Cold Storage

5. OLD BUSINESS/OTHER BUSINESS

A. ARES/RACES UPDATE

- 2012 Activities discussed

B. RECENT SPILLS

-2011 30 spills. 180 spills in Jason coverage area

-2012 few small spills so far.

- C. BROWN COUNTY PUBLIC PRIVATE PARTNERSHIP
-No Report
- D. EM REPORT
 - Jan. 18th ICE rescue exercise was discussed.
 - Pulaski Fire lessons learner were discussed.
 - Lake Michigan spill response database was discussed

6. NEW BUSINESS

A. HAZMAT

- The state review and further actions of local hazmat teams was shared with the LEPC

7. LEPC Round Table

- Red Cross is preparing for fire awareness.
- ARES Dave is phasing out of his role.

8. PUBLIC COMMENT

9. SUCH OTHER MATTERS AS AUTHORIZED BY LAW

10. ADJOURN

**A MOTION WAS MADE BY TO ADJOURN AT 2:45 P.M. 2ND Vote taken. Judy/Dave
MOTION CARRIED UNANIMOUSLY.**

Respectfully submitted,

P. Gazdik
EM Coordinator

MINUTES
BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE
Monday, January 16, 2012
Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:00 a.m.

ROLL CALL

Sunny Archambault	<u>X</u>	Barbara Natelle	<u></u>
Diana Brown	<u></u>	Sandy Popp	<u>X</u>
Brandon Cooper	<u></u>	Cole Runge	<u>X</u>
Pat Finder-Stone	<u>X</u>	Julie Tetzlaff	<u>Exc</u>
Chris Hasselbacher	<u>X</u>	Derek Weyer	<u>Exc</u>
Kathy Hillary	<u></u>	Tina Whetung	<u>X</u>
George Jackson	<u>X</u>	John Withbroe	<u>X</u>
Debbie Johnson	<u>X</u>	Vacant – BC Exec.	<u></u>
Patty Kiewiz	<u>X</u>	Vacant – BC Board	<u></u>
Byia Martin	<u>X</u>	Vacant – BC Human Svcs	<u></u>

OTHERS PRESENT: Lisa J. Conard, Essie Fels, and Mary Schlautman.

C. Runge opened the meeting at 10:00 a.m.

ORDER OF BUSINESS

1. Approval of the December 12, 2011, Transportation Coordinating Committee meeting minutes.

A motion was made by S. Popp, seconded by J. Withbroe, to approve the December 12, 2011, Transportation Coordinating Committee meeting minutes. Motion carried.

2. Request for a letter from the Transportation Coordinating Committee endorsing the Lakeland Chapter of the American Red Cross' FY 2013 & FY 2014 Section 5310 projects.

T. Whetung reviewed the application.

Lakeland Chapter of the American Red Cross – Vehicle Requests

2013 Project Description – application cycle 37	Federal	Local	Total
One small bus with seven ambulatory & one wheelchair position	\$34,000	\$9,000	\$43,000
One bus with 10 ambulatory & two wheelchair positions	\$41,000	\$11,000	\$52,000
Total:	\$75,000	\$20,000	\$95,000

2014 Project Description – application cycle 38	Federal	Local	Total
One bus with 10 ambulatory & two wheelchair positions	\$41,000	\$11,000	\$52,000
One mini-van with four ambulatory & two wheelchair positions	\$27,000	\$8,000	\$35,000
Total:	\$68,000	\$19,000	\$87,000

A motion was made by S. Popp, seconded by P. Kiewiz, requesting staff to write and sign a letter on behalf of the TCC endorsing the Lakeland Chapter of the American Red Cross' FY 2013 & FY 2014 Section 5310 projects. Motion carried.

3. Follow-up discussion about Green Bay Metro's paratransit fare collection policy for agencies.

P. Kiewiz stated that she has been working with Geo Jackson and the IT staff at MV Transportation. They have identified paratransit clients and respective trips for which the agency fare applies. The client will be exempt from having to submit \$4.50 in cash or agency fare ticket to the driver when boarding. Instead, the agency will receive a monthly bill for \$4.50 per qualifying trip. If the client travels to any of the following agencies, the agencies which represent the client may be billed:

1. CP Center (many clients participate in a Brown County Human Services Department program)
2. NEW Curative
3. ASPIRO (Dousman Street and Stiles Road locations)
4. Innovative
5. Paragon

S. Popp stated that Valley Transit (Appleton area) staff has the ability to program Trapeze (paratransit software used to schedule and dispatch trips) to meet their needs.

P. Kiewiz stated that Green Bay Metro does not own the Trapeze software but has worked with MV's IT staff to program for exempt status for select trips. P. Kiewiz stated that a trip will either be an exempt trip (no cash or ticket required with the agency being billed monthly) or demand trip (cash or ticket required upon boarding the vehicle).

Various trip scenarios were discussed by the committee.

1. Chris Hasselbacher stated that Brown County Human Services Department (BCHSD) has a client that is approved to go to and from the CP Center three

times per week. This client will not have to submit cash or tickets for the six one-way trips. Green Bay Metro will be reimbursed for those trips by BCHSD. However, if that same client makes a trip to a social event (demand trip), a \$3.00 cash or ticket fare will need to be presented to the driver upon boarding.

2. D. Johnson, representing ASPIRO, stated they have clients who arrive at ASPIRO (exempt trip), travel to CP during the day (exempt trip), and return home at the end of the day (exempt trip). This client would be allowed three one-way exempt trips per day.
3. D. Johnson stated ASPIRO also has a client that arrives at ASPIRO (exempt trip), leaves to go to work (demand trip), and returns to ASPIRO (demand trip), and returns home at the end of the day (exempt trip).

P. Kiewiz stated that she will work with agency staff as unique circumstances arise.

S. Popp asked about the number of calls Metro staff receives regarding MA-eligible trips and the MA trip call center staff run by LogistiCare.

E. Fels stated that Metro does receive calls from paratransit clients who do not want to use LogistiCare to arrange their Medicaid covered trips. Clients note that LogistiCare does not do a good job. The clients call Metro hoping that the trips will be provided through the paratransit program.

T. Whetung, the transportation program manager for Red Cross, stated she receives this type of phone call also.

S. Popp asked that Metro and Red Cross staffs document these cases and report them to her. S. Popp will make sure that the appropriate people (state officials, advocates, and LogistiCare staff) are made aware of the issues.

L. Conard asked if existing paratransit trips provided to clinics/hospitals currently fall under the jurisdiction of LogistiCare.

G. Jackson stated that it is possible, but they could not be certain without asking the client about the trip purpose and MA eligibility.

P. Kiewiz and E. Fels noted that when someone applies for paratransit, they are now asked if they qualify for MA trips (aka LogistiCare trips). This should give Metro/MV the ability to determine if a trip request falls under MA or paratransit.

L. Conard asked if any of the clients eligible for LogistiCare are taking advantage of the fixed route bus service (no cost to Metro).

P. Kiewiz and E. Fels did not think so.

4. Round robin discussion about paratransit service.

C. Hasselbacher stated that she has a client that has a Thursday only drop-off site and is having difficulty with this trip. The client is not able to communicate with the driver.

(Metro and MV staff worked with C. Hasselbacher after the meeting to discuss the appropriate

scheduling/drop-off site of this client's trips to protect the client's identity.)

M. Schlautman stated that the Aging and Disability Resource Center (ADRC) has also received calls from clients that qualify for MA trips under LogistiCare. ADRC staff helps these clients make trip arrangements with LogistiCare.

P. Kiewiz stated that they had been experiencing a "no-show" rate of 300-400 per month. In a typical scenario, the driver will show up for a scheduled pick-up and the client may respond that they have changed their mind and will not be making the trip today. MV bills Metro \$10 per no-show trip.

Green Bay Metro has a long standing no-show policy. When a no-show occurs, Metro's policy is to notify the client in writing. If a client receives three no-show notices within a six-month period, the client may lose service for one month. This policy had not been enforced in the past.

P. Kiewiz reported that the no-show rate has been decreasing. In December 2011, there were 87.

C. Runge asked if this was due to Metro staff enforcing the policy.

P. Kiewiz stated yes. P. Kiewiz stated she has been working with the clients and/or their caregivers to avoid no-shows.

J. Withbroe, Transit Commissioner, stated that the commission appreciates the work and results P. Kiewiz has brought to the table.

P. Kiewiz stated that she has been working with area dialysis clinics to fine tune post dialysis pick-ups.

P. Kiewiz provided the following scenario:

A client is scheduled for dialysis at 9:00 a.m. and arrives on time. The dialysis center is slow to get the client going which delays the completion of the dialysis process. The MV driver arrives to pick up the client at the scheduled time and the client is not ready. MV then has to send another vehicle to pick up the client at a later time.

P. Kiewiz stated she would like all post-dialysis pick-ups to be scheduled on a "will-call" (call when done) basis instead of a hard pick up time. This would allow MV to operate more efficiently.

P. Kiewiz stated that most dialysis clinic staff have been agreeable and improvements have been realized. P. Kiewiz stated she will continue to work on this issue.

G. Jackson stated he appreciates the opportunity to work with the committee members on identifying and solving problems. G. Jackson stated he is happy to be working in this community and is committed to the customers.

C. Runge stated that he observed passenger loadings at the CP Center on January 11 from 3:30 p.m. to 4:30 p.m. C. Runge stated he watched as the drivers of eight MV vehicles loaded multiple clients. C. Runge did not mention to CP staff that he would be observing on this day.

C. Runge noted that this could be a potentially chaotic situation and the loadings went well. C. Runge complimented MV for doing a good job.

B. Martin stated that he had not received a complaint in a long time and stated service was going well.

5. Other matters.

C. Runge stated that it was Sunny Archambault's last meeting as she is retiring. The committee thanked Sunny for the work she has done over the years.

The regular 2012 TCC schedule is as follows:

Monday, March 12, 2012
Monday, June 11, 2012
Monday, September 10, 2012
Monday, December 10, 2012

The meetings will be held at:

Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:00 a.m.

6. Adjourn.

C. Runge closed the meeting at 10:43 a.m.